

23 JAN 1975

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and
Technology
Chairman, Senior Executive Career
Service Panel

SUBJECT : Monitoring Agency Employees Detailed
to Other Government Agencies

1. On 19 October 1974 the Director asked the Deputy Director for Administration to assume responsibility for monitoring the details of Agency employees to other Government agencies.

2. In implementing this responsibility, the Office of Personnel acts as the DD/A's agent in preparing a monthly report, conducting liaison, and otherwise assists Agency offices in detailing our employees, when approved, to other Federal agencies. These arrangements have been handled somewhat informally in the past but fortunately with few problems. I believe it appropriate at this time to ensure that we tighten somewhat the arrangements to preclude the possibility of any flaps.

3. In all cases handled by the Office of Personnel we have found it advisable to make a current security, medical and personnel record check before assigning an individual to another Government organization. The reasons are obvious, and I ask your cooperation in letting us know the name of the person and the Government agency to which the person is being considered for detail in sufficient time to make the necessary record checks. The checks are usually accomplished in about 24 to 48 hours. We suggest that details not be

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[REDACTED]

Detail to House Appropriations Committee effective 3/22/71 through 10/4/71 as an Accountant to assist the Committee in connection with hearings on the 1972 budget. Reimbursable request was initiated by HAC. For your information, [REDACTED] is currently under cover and has been since EOD except while on this detail. Detail was properly recorded by personnel action.

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[REDACTED]

Detail to HAC effective 3/7/72 through 6/16/72 as a Business Accountant to assist the regular staff of the Committee during hearings on the 1973 budget. Reimbursable request was initiated by HAC. For your information, [REDACTED] has been under cover since EOD, November 1966.

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[REDACTED]

Detail to U.S. Senate 9/1/70 through 3/8/71 as an IO Physical Scientist on a reimbursable basis (Office of ELINT). Personnel actions processed but no correspondence in OPF. Detail report states he was working for Congressional committee on electronic equipment.